TACHY-GRAPHY.

THE

Moſt exact and compendious methode of ſhort and ſwift writing that hath ever yet been publiſhed by any.

Compoſed by

THOMAS SHELTON
Authour and Profeſſour of the ſaid Art.

Approved by both the Univerſities, and are to be ſold at the Profeſſours houſe in the Poultrey *near the Church.*

Anno Dom. 1645.

BOOKSELLERS
13 OCT 1962

¶ To the Worſhipfull his very worthy Friend, RICHARD KNIGHTLEY, *Eſquire.*

WORTHY SIR,

MY purpoſe was, that (without any addition or alteration) this ſmall Treatiſe ſhould have paſſed, as I had formerly compoſed it: but finding ſomewhat that I judged uſefull to the eaſier attaining of the Art, which before was omitted; at the requeſt of divers of good judgement, I was perſwaded, rather to adventure the breach of that promiſe, then to conceal that which might be uſefull to many.

The manifold engagements I ſtand in to your Worſhip, require a better retribution; but your favourable aſpect to one as little deſerving hath emboldned me to crave of your Worſhip to counte-

nance this; and the rather becauſe your experience in the Art hath already encouraged many to the ſtudy of it.

I dare not ſo much injure your Worſhips virtuous inclination, as to fear the acceptance of this poore expreſſion of my thankfulneſſe; ſeeing it is not unknown to your Worſhip, nor to many thouſands beſide, that it hath been inſtrumentall for the good of the Church, and the perpetuating the memories (*as the ſmell of Lebanon*) of many worthy men, who, though now they reſt from their labours, and their works have followed them, yet by this means the fruit of their labours is continued with us. I deſire your Worſhip to pardon my boldneſſe; and to pray for the increaſe of all bleſſings on your Worſhip, ſhall be the employment of

Your Worſhips to be commanded,

TH. SHELTON.

¶ To the Reader.

I *Am prevented for ſpeaking much of the utility of this Art, by the experience of many hundreds that have already learned it, that by this means are able (like that heavenly Scribe, Matth.* 13. 52.) to bring forth of their treaſuries things both new & old: *As alſo by the benefit that many thouſands enjoy by the works of many worthy Divines, which had periſhed with the breath that uttered them, had not God as out of* Zebulun, *Judg.* 5.14. *inſtructed ſome to* handle the pen of the writer; *who may ſay of them as* Baruch *of* Jeremiahs *roll, Jer.* 36. 18. He pronounced all theſe words to me, and I wrote them with ink in the book: *Beſides the priviledge that divers enjoy in forrein parts, by uſing Bibles and other books in this writing, without danger of bloudy Inquiſitours.*

These and the like considerations move me to say the lesse: onely let the intelligent Reader judge how usefull such a skill may be, by the learning whereof so much time and labour is saved; whereby as much may be written in one page as otherwise in six, and as much in the margine as the page: a skill, whereby those that have weak memories may both easily preserve their own conceits, that else would soon vanish, and be furnished with notions from others. For the plainnesse of the rules, the easinesse in learning, the speed in writing, facilitie in reading, let the discreet Reader, peruse, practise, and judge.

Thomas Shelton.

¶ To the Authour his Friend, upon his Art of *SHORT-WRITING.*

FOrtunate Art, by which the hand ſo ſpeeds,
That words are now of ſlower birth thē deeds:
Diſſembling age, that faith ſo often breaks,
Learn hence to do more then the proudeſt ſpeaks.
Speak not the Authours praiſe: his Art commands
Our tongues ſhould be more cripled thē our hands:
Nor can we ſcape (this ſpight his ſpeed affords)
From being overtaken in our words.
What ſhall become of their Divinitie,
Which ſcatter'd through two houres Tautologie,
Gather'd by theſe quick Characters muſt hence
T'indure the doom of ſuch as can ſpeak ſenſe?
But that thine Art's a friend to repetition (tion.
Their hourely breath, they'd damn the next edi
Print thē that praiſe, which volumes cannot hold
But in thine own compendious figures told;
Figures which make us duller-handed think
Words from the ſpeakers mouth diſſolve to ink,
And fall upon thy papers; or thy quill,
Made of ſome nimble tongue, gave thee this skill.
Stil may that ful-fledg'd pen with moiſture ſpring
Snatch't from the Eagles, not the gooſes wing.

E. R. *Mag. Art.*

Magd. *Coll.*

To

To Mr. TH. SHELTON.

SVch is thy Art, that either thou alone
Compris'd the Iliads *in a nut, or none:*
I've read this oft, yet scarcely did give credit
(Except thy self) that ever one man did it:
Yet now it is no wonder, when I see
Thou writ'st whole volumes in Epitome;
And with such speed, that with thy nimbler pen
Thou dost anticipate the tongues of men:
So that if Plutarch *liv'd, he scarce could tell*
To find thee in thy Art a Parallell.

Thomas Fancourt,

Cantab. Coll. Pet.

To the Authour.

VVHy should I praise thy Art in writing, when
Thy Art & praise surmounts the praise of mẽ.
For if thy way of writing had been shown
To ages past, Printing *had ne'r been known,*
Nor the invention sought or valued; when
The Presse *can scarcely overrunne thy* Pen:
So that what honour's due unto the Quill,
Or glory unto those that have the skill
In fair Orthography, *their titles stand*
As pages to attend upon thy hand.

Nath. Mason,

G. C. Coll.

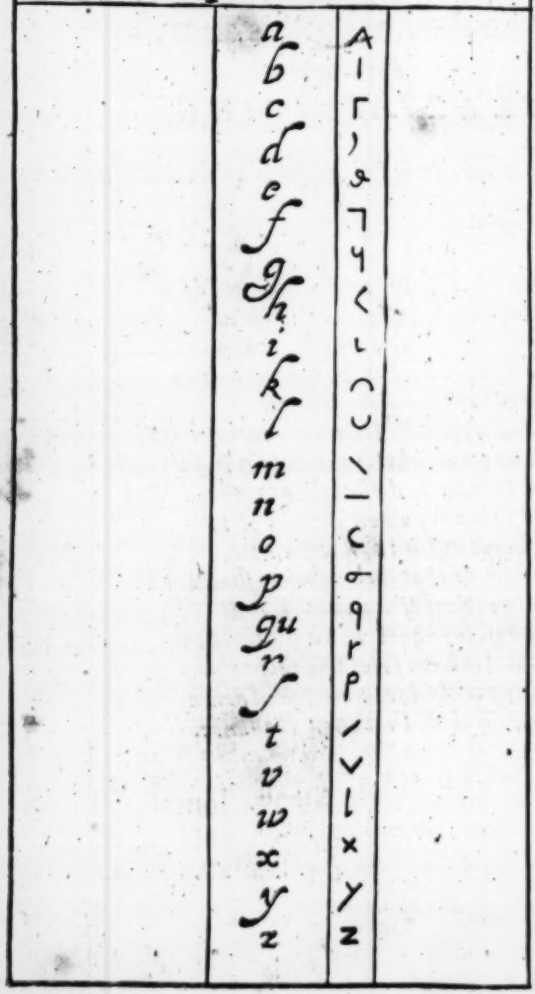
To the Authour on his exquiſite Art of *SHORT-WRITING.*

VVHat! write as faſt as ſpeak? what man can do it?
What! hand as ſwift as tongue? perſwade me to it
Unlikely tale! Tuſh, tuſh it cannot be,
May ſome man ſay, that hath not heard of thee.
This thou canſt do, this (Shelton) *thou haſt done,*
Thy nimbler pen hath many tongues outrun.
Therefore if any one of me demand
What hand's the beſt, I ſay, thy running hand.
Herein the proverb holds not, for thy haſte
Is advantageous, it doth make no waſte.
Nor doſt thou envy others this thy Art,
But willingly doſt it to all impart:
And 'tis not fit that ſuch a gemme ſhould reſt
Within the cabinet of a private breaſt
On praiſe of thy Short writing *I could long*
Inſiſt; but I therein ſhould do thee wrong.
This onely I will adde, whil'ſt ſome deſire
To praiſe thy skill, I rather will admire.

Steph. Jones,

Coll. Div. Joan.

The letters of the Alphabet.



The ART of *SHORT-WRITING.*

CHAP. I.

Of the letters of the Alphabet.

THe firſt thing to be learned in this Art, is the Alphabet of letters, which are to be perfectly known according to the form expreſſed in the copy.

In the writing of theſe letters, each of them but *x* and *y* (which are not often uſed) are to be made at once, without removing the pen from the paper. I make one character for *q* and *u*, becauſe they come alwayes together; whenſoever *q* is written, *u* immediately following it; as in *queen*, *quiet*, *quarter*, &c.

Theſe letters being ſo perfectly learned, that you can make and know any of the without looking on the copy, proceed to the next.

CHAP.

CHAP. II.

Of the double consonants.

THe double consonants are the very letters of the Alphabet, joyned together (except the foure last) and therefore the learning of them is no charge to memory, the letters being once learned.

In the making of these double consonants you may observe, that still the second letter is joyned where you end the former: as for example, to write *bl*, your *b* alone is thus [ı], *l* alone thus [∪], when they are to be joyned, draw *l* from the foot of *b* thus [⌊]. To write *br*, write *b* as before, and then draw *r* out of the foot of *b* thus [⊦]. To write *cl*, *c* alone is thus [⊂], *l* thus [∪]; when you joyn them, draw *l* out of the foot of *c* thus [⊍]: *cr* thus [⊏] and so of the rest, as you may see in the copy of the double consonants.

Double

Double consonants

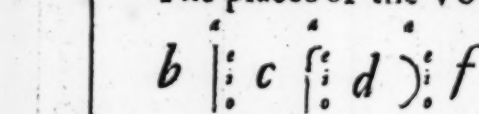
To begin		words.	To end.	
bl			ld	
br			lk	
cl			lm	
cr			ln	
dr			lp	
dw			ls	
fl			lst	
fr			lt	
gl			mp	
gr			nd	
kn			ng	
pl			nk	
pr			ns	
sc			nst	
sk			nt	
sl			rd	
sm			rk	
sn			rl	
sp			rm	
st			rn	
str			rp	
tr			rs	
tw			rst	
			rt	
			ch	
			sh	
			th	
			wh	

CHAP. III.

Of Vowels.

THe ſingle vowels are *a*,*e*,*i*,*o*,*u*, which in this art are never expreſſed by their proper characters, (unleſſe when a vowell begin-neth a word, or elſe when two vowels come together, of which ſee Chap. 4.) but are underſtood by certain places, aſſigned them about the other letters: as for example:

The places of the Vowels.



The vowels are placed about any letter, as you ſee them ſtand about theſe.

The place of *a* is juſt over the head of the letter; thus, $\overset{a}{|}$.

The place of *e* at the upper corner on the right hand; thus, $|^{e}$.

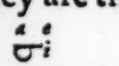
The place of *i* againſt the middle

dle of the letter on the right hand; thus, *b*.

The place of *o* at the foot of the letter on the right hand; thus, *l*.

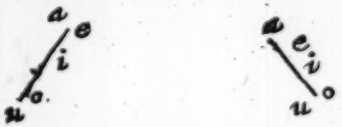
The place of *u* juſt underneath the letter; thus, *l*.

About the characters that are flat, or lie even with the line, as *p* and *n*, they are thus diſpoſed:



The place of *a* is juſt over the middle of the letter, the place of *u* juſt againſt it under the letter; the other three *e*, *i*, and *o*, on the right ſide one under another.

About ſlope characters, as *m* and *t*, they are placed thus,



The places about any of the reſt are eaſily obſerved.

CHAP. IIII.

Of the use of the vowels, and their places.

WHen a word begins with a vowel, the character of the vowel must be expressed: as for example, to write *art*, the character of *a* must be written thus [ʌ]: the next letter *r*, being a consonant must be joyned to *a* thus [ʌ], and then *t* joyned to *r* thus [ʌ́]. To write *on*, write *o* thus [c], and at the foot of it joyn *n* thus [⌣]. To write *eke*, write *e* thus [ɘ], and joyn *k* thus [ɘ], as in these,

in	⌣	*us*	ʌ
are	ʌ	*ebb*	ɘ
ark	ʌ	*odd*	ɔ &c.

If two vowels come together in the beginning of a word, and must both of necessity be sounded, write down the character of the former vowel, and set the following consonant in the place of the latter vowel: as for example, To write

write *aid*, write the character of *a* thus [ʌ]: the next vowel being *i*, set *d* in the room of it thus [ʌ]. To write *eat*, write *e* thus [ɘ]: the next vowel being *a*, set *t* in the place of it thus [ɓ]: as in these,

aime	ʌ	*oare*	ɕ
aire	ʌ	*out*	ɕ
eare	ɘ	*ease*	ɘ &c.

When a word beginneth with a consonant, the vowel or vowels following are not expressed by their characters, but implyed by the places assigned them about the consonant, and the next letter or letters following are set in the place of the foregoing vowel. As for instance, to write *ball*, write *b* thus [|]; in the place of *a* write *l* disjoyned thus [ˈ]. To write *bel* write *b* as before, and *l* disjoyned in the place of *e* thus [|˘] To write *bil*, write *b* as before, and set *l* disjoyned in the room of *i* thus [|˘], *bol* thus [|ʊ], *bul* thus [⊔]: as in these,

bad		*nat*	
bed		*net*	
bid		*nit*	
bod		*not*	
bud		*nut*	

& the like.

If two consonants or more come together, and no vowel between them, they must be joyned together without taking off the pen: as for example, to write *blame* *bl* must be joyned thus [ ] then in the place of *a* write *m* thus [ ]. To write *break*, write *br* thus [ ], and in the place of *e* write *k* thus [ ]. As in these,

breadth		*speech*	
length		*whence*	
short		*France*	

&c.

Note that alway when there cometh any vowel, the pen is to be taken off, and the letter after disjoyned, but till you come at a vowel, all the consonants that come together, must be joyned together.

When

When a word endeth with a vowel, that vowel is understood by a tittle made in the place of it: as to write *me*, write *m* thus [◝], and a tittle in the place of *e* thus [◝]. To write *die*, write *d* thus [◞], and a tittle in the place of *i* thus [◞·]: as in these,

say
we
cry
go
due and the like.

If a word end with *y*, the character of *y* is not expressed, but a tittle set in the place of *i*: as in these,

my
why
by

and the like.

CHAP. V.

Of diphthongs.

FOr diphthongs, ſome aſsigne more places about characters then for ſingle vowels; which hath proved inconvenient in the writing, and bred much confuſion in the reading of what hath been ſo written, as they from their own experience have teſtified; it being indeed impoſſible exactly to obſerve twelve or fourteen ſeverall places about a ſmall character: for the ayoiding of which inconvenience, I obſerve onely the places for the ſingle vowels, and no more.

If it be demanded, how words ſhall be expreſſed wherein more vowels then one come together;

I anſwer, If two vowels come together in the beginning of a word, obſerve that rule, Chap. 4. If in the middle of a word, that is,

is, after ſome other letters, obſerve theſe rules.

Firſt, Though two vowels come together, yet oft times one of them doth principally ſound the word, and then the other may be ſpared: as in theſe words,

In *deare, heart, neither, people, guide,* leave out *a e i o u* and write *dere. hart. nether. peple. gide.*

Secondly, if two vowels come together, and muſt of neceſſity be both ſounded, (as eſpecially when the firſt vowel belongs to one ſyllable, and the latter to another) then write the character of the latter vowel in the place of the former: as to write *lion*, write *l* thus [ ], in the place of the firſt vowel which is *i*, write the character of *o* thus [ ], and then joyn *n* at the foot of *o* thus [ ]. To write *poet*, write *p* thus [ ],

in the place of *o* write *e* thus [ ], and joyn *t* thus [ ]: as in theſe,

quiet,
ſion,
caos, and the like.

Or elſe make a tittle in the place of the former vowel, and write the conſonant or conſonants following in the latter vowels place; as to write *riot*, write *r* thus [ ], make a tittle in the firſt vowels place, which is *i*, thus [ ], and then in the place of the latter vowel *o*, write *t* thus [ ]. To write *Joel*, write *j* conſonant thus [ ], a tittle in the place of *o* thus [ ], and *l* in the place of *e* thus, [ ]: as in theſe,

diall
giant
duell

and the like.

CHAP.

CHAP. VI.

Of J and V conſonants.

THe letters *j* and *v* are ſometimes vowels, ſometimes conſonants; the knowledge of which will not be unuſefull in this Art of writing; therefore thoſe that know it not may take theſe directions.

J is a conſonant alway in the beginning of a word, when another vowel followeth next after it, and it is ſounded like *g* ſoft: as in theſe,

jarre
judge
jewel
Job

and the like.

Alſo in the middle of a word, if a vowel follow it in the ſame ſyllable: as in theſe,

pre-

prejudice,
reject,
rejoyce,

and the like.

V is a consonant when it cometh before another vowel in the same syllable, and is sounded like *f*, but somewhat softer: as in these,

virtue,
viall,
vesture,
deliver,

and the like.

When they be consonants, and are thus sounded, they must be expressed by their proper characters, as the rest of the consonants, whether it be in the beginning, middle, or ending of words.

CHAP.

Prepositions for longe words.

Ab / ob		Con		Pre / pro	
ac		cor		re	
ad		col		sub	
af		de / di		suff	
all		dis		sup	
am		fall / full		ser / sur	
an		for		sal / sol	
ap / op		in		temp	
as		liber		trans	
at		mes / mis		vn	
circum		per / par		vp	
com				vt	

Terminations for longe words.

Able / ible		ing		serue	
ation		ler		sion / tion	
ceiue		lent		socuer	
dure		litie		ternall	
fect		mer / mar		ther	
ference		ment		tent	
fication		nes		ture	
fulnes		ous		ver	
iect		cent / sent			
itude					

CHAP. VII.

Of the marks for the beginning and ending of long words.

ALthough by the former rules any word may be written in this Art, and there is no neceſſity of learning more (the reſt that follow onely ſerving to ſhorten the former) yet to thoſe that deſire to be exact in this Art, the benefit of the rules that follow will countervail the pains of learning them; therefore (in the next place) for the abbreviating of longer words, I have added characters for the beginnings and endings of ſuch as are moſt uſuall.

Theſe marks having little dependance upon the letters, are therefore to be learned perfectly, being of much uſe in writing.

In the uſing of them the ſame rules are to be obſerved as before in words of one ſyllable. If

If a word begin with one of theſe marks, the character for it muſt be ſet down; if a conſonant come next, it muſt be joyned to the mark, without taking off the pen, and then write the letter or letters following in the room of the vowel. As for example, to write *condemne*, firſt write your mark for *con*, which is thus [ ]; the next letter *d* being a conſonant muſt be joyned to *con* thus [ ]; and then in the vowels place, which is *e* write *m* disjoyned thus [ ]. To write *prefer*, your mark for *pre* is thus [ ], joyn *f* thus [ ], and in the place of *e* write *r* disjoyned thus [ ]. To write *ſubmit*, your mark for *ſub* write thus [ ], joyn *m* to it thus [ ], and in the place of *i* write *t* disjoyned thus [ ]: as in theſe,

fortune		*remit*	
rebell		*proceed*	
contain		*tranſlate*	&c.

If

If two of the marks make up a whole word, and no vowel come between them, they are both to be joyned together; as to write *reference*, write your mark for *re*, which is thus [ ], and then joyn *ference* thus [ ]. To write *project*, set down *pro* thus [ ], and joyn the mark for *ject* thus [ ]: as in these,

former
perceive
circumference

and the like.

If you have a mark for the ending of a word, and not to begin it, you must begin it with the letters of the Alphabet: as for example, to write *nature*, write *n* thus [ ], and then *ture* being a mark to end it, must be set in the place of *a* thus [ ]. To write *brother*, joyn *br* thus [ ], and set the mark for *ther* in the place of *o* thus [ ]: as in these,

nation

nation | *pliable*
never | *difference* &c.

If you have a mark to begin a word, and no mark to end it, it muſt be ended with the letters of the Alphabet: as to write *permit*, write the mark for *per* thus [ ], joyn *m* to it thus [ ], and write *t* disjoyned in the place of *i* thus [ ]. To write *ſuffer*, write your mark for *ſuff* thus [ ], then ſet *r* in the place of *e* disjoyned thus [ ].

If a vowel come next after a mark or conſonant to begin a word, the letter or mark following the vowel muſt be ſet disjoyned in the room of the vowel: as in theſe,

courage
ſupport
potent
lament

and the like.

CHAP.

CHAP. VIII.

Directions for making the foreſaid marks, and placing the vowels in long words.

IN making your characters begin them ſo that you take not off the pen, unleſſe it be in thoſe that cannot otherwiſe be made.

Secondly, the moſt of them are ſo framed, that you may end them toward the right hand, that ſo with more convenience the next letter may be joyn'd, if it be to be joyn'd

Thirdly, the next conſonant or mark is to be joyned where you laſt took off the pen frõ the former

The vowels in long words are to be placed about the laſt letter, if it be a word that goeth forward in the line: as to write *contemne*, write *con* thus [ ], joyn *t* thus [ ] and then ſet *m* disjoyned in the place of *e* againſt *t* thus [ ], not againſt *con* thus [ ]. To write *diſdain*, write *diſ* thus [ ]

joyn

joyn *d* thus [ ], and then ſet *n* in the vowels place againſt *d* thus [ ], not againſt *diſ* thus [ ].

Thoſe marks for ending of words that begin with a vowel, are commonly to be joyned to the former mark or letter: as in theſe,

durable
nation
bring and ſuch like: unleſſe there come another vowel before them, and then the mark is to be ſet disjoyned in the place of the former vowel: as in theſe,

doing
pliable
pious and ſuch like.

The character for *s* after ſome letters in the ends of words cannot conveniently be joyned; therefore in ſtead of it write a tittle behind the whole word: as in theſe,

ſayings
ſervants
conſerves
pirates

CHAP. IX.

Of characters that reſemble others.

THe ſame character ſometimes ſtandeth for two things; as for example, there is the ſame for

ture	} and	{	*Chriſt*	+
ternall			*which*	ϴ
meſſ			*what*	ϖ &c.

which is no hinderance (but a help) in the learning of this Art, conſidering how eaſily they may be differenced. When any of theſe marks ſtand alone by themſelves, they are for whole words; when they are joyned with other marks or letters, they are but a part: as for example, this mark [ϴ] when it is written alone, ſtandeth for *which*; when it is joyned with other letters it is *ternall*, a part of a word; and ſo of the reſt: and by remembring the one, the other is eaſily called to mind.

CHAP.

CHAP. X.

Whether marks for beginnings may be uſed to end words, and contrary.

THe marks for beginnings of words may be uſed for endings, and the endings for beginnings (when they be ſhorter then the letters of the Alphabet) without any inconvenience: as in theſe,

mercy		*ſentence*	
former		*conſent*	
aſſume		*durable*	
Meſſias		*indure*	

where you may obſerve, the mark for the beginning of the former word is the ending of the next.

CHAP. XI.

Examples of words written with the marks: with marks for the names of the books of the Bible.

THe greateſt difficultie that ſome (who have onely the help of the book) have found in attaining this Art, is about the uſing the foreſaid marks in the writing of words: to help ſuch, I have in this Edition added this table of words, compoſed of thoſe marks, wherein for the moſt part there are two words with each mark; the former having a conſonant following the Prepoſition, the latter a vowel.

Theſe words are not to be learned without book (many of them being afterwards ſhorter expreſſed in the table) but are onely examples to direct the lear-

ner

ner how to write other words by them.

I have alſo added in this book, marks for the names of the books of the Old and New Teſtament: the moſt of them are drawn from the letters; and therefore the learning of them is little charge to the memory.

Markes for the Names of the bookes of the old and New Testament.

Genesis		Jeremie		John	
Exodus		Lamenta:		Acts	
Leuiticus		Ezechiel		Romans	
Numbers		Daniell		Corinthy:	
Deutron:		Hosea		Gallat:	
Joshua		Joel		Ephes:	
Judges		Amos		Philipi:	
Ruthe		Obadiah		Colossians	
Samuell		Jonah		Thessallo:	
Kings		Micah		Tymothy	
Cronicles		Nahum		Titus	
Ezra		Habac		Philemon	
Nehemia		Zephanie		Hebrews	
Ester		Haggie		James	
Jobe		Zecharie		Peter	
Psalmes		Malachy		Jude	
Prouerbs				Reuelatiō	
Eclesiast:		Mathew			
Canticles		Marke			
Isay		Luke			

Examples of words written with each of the former markes.

Abstaine		Atlas		Imoderate	
Abolish		Atturney		Libertine	
Obligation		Circumuent		Liberall	
Obedient		Composition		Messenger	
Acclamation		Comendation		Mistake	
Accuse		Condemne		Misserie	
Admitt		Connex		Paraon	
Addition		Cormorant		Paradice	
Affirme		Courage		Pretend	
Affright		Colchester		Preexistent	
Almightie		Colledge		Propherie	
Allow		Demerit		Proud	
Amber		Deifie		Rebell	
Amiable		Diuert		Reallitie	
Anger		Dialogue		Sublime	
Annotation		Distance		Subborne	
Approach		Dissemble		Suffrage	
Appoint		Fulgentius		Sufficient	
Oppress		Fuller		Supplie	
Opposition		Forbeare		Suppport	
Aspiration		Forraine		Surmise	
Assume		Imputation		Surrender	

Examples of words written with each of the former markes

Permission		Conceiue		Proneneſs	
Peregrine		Felicitie		Merualous	
Sermon		Aduersitie		Pious	
Seraphin		Indure		Consent	
Salmon		Defect		Innocent	
Salute		Circumference		Reserue	
Temptatiō		Mortification		Martion	
Temporall		Willfulneſs		Comiſion	
Translate		Joyfulneſs		Whensoeuer	
Transact		Subiect		Whosoeuer	
Vpright		Institute		Father	
Vppon		Calling		Murther	
Vtill		Doing		Content	
Vniforme		Templer		Impotent	
Vttmost		Quarreller		Departure	
Vtterance		Relent		Future	
		Exelent		Moreouer	
Dureable		Informer		Euer ..	
Pliable		Grammer			
Horrible		Installment			
Vocation		Parliament			
Scituation		Aptneſs			

CHAP. XII.

Of writing three or foure words in one.

SOmetimes three or four words or more, may be joyned together as one word, (as in the 15. Chapter following is declared,) especially if the word begin with a vowel: as in these,

as it is in use
this is of all other
which is as if it

Or else when the former word endeth with a vowel: As in these,

do so too
do no more so
so he may die

and the like.

To make many marks for whole sentences is needlesse; because

cauſe by the rules of this Art, any thing may be written word for word, as faſt as it ſhall be treatably ſpoken.

And it is indeed impoſſible to uſe them exactly, becauſe ſometimes the ſpeaker varying a word or two in the ſentence, the mark is either of no uſe, or elſe the ſentence muſt be rendred in other words then it was ſpoken, which is a wrong to the ſpeaker. Therefore I have onely abbreviated a few, which commonly are ſpoken in the very words as I have ſet them down: as for example, in theſe following ſentences,

The

The Church of God	
The people of God	
The kingdome of God	
The kingdome of Christ	
The kingdome of heaven	
The kingdome of Satan	
The joyes of heaven	
The torments of hell	
That is to say	
As if he should say	
As if it were	
The power of God	
The truth of God	
The mercy of God	
The wisdome of God	
The glory of God	
The honour of God	
The justice of God	
The word of God	
The works of God	
The love of God	
The fear of God	

Many other like might be added, but these I think sufficient to direct the discreet learner, who may adde more if he see them usefull.

CHAP. XIII.

Of the uſe of points in this Art.

ALthough to thoſe that have attained any perfection in this Art, there is no great uſe of pointing; yet for the help of new beginners, I have added this direction

At the end of a perfect ſentence, the ordinary period may be uſed, which is this(.) but becauſe it hath ſome reſemblance with another word, leave the ſpace of a word before and after it, thus . or elſe ſet it a little lower then the line, thus .

The Interrogative point may be uſed in the common form, thus ? Parentheſis likewiſe as it is uſually expreſſed with two ſemicircles, thus ( ) For other points of leſſe uſe, as Comma, Colon: &c. they may wholly be ſpared.

Thoſe that deſire to write the New Teſtament, or Bible, for the diſtinction of the verſes, at each verſe end they may ſet this mark

CHAP. XIIII.

Of the Table.

THough any word in any language may be written by the former rules, yet (to omit nothing that may tend to the ſpeedy attaining of this Art) I have added a ſhort Table of words, ſo frequent in uſe, that almoſt in any ordinary ſentence the greater part of the words are written by this table, without removing the pen from the paper in any one word.

The moſt part of theſe words are little charge to memory, being made out of the letters of the Alphabet.

Thoſe that think the abbreviating long words by marks to be an help to this Art, are of another mind. I think it needleſſe, for

Firſt, any long word may be expreſſed by the former rules.

Secondly, marks for words ſo ſeldome in uſe are ofttimes for-

gor-

gotten, before there be occaſion to make uſe of them, whereas many of theſe are written in every ſentence.

Thirdly, as ſuch words are longer in writing, ſo are they alſo in ſpeaking.

Laſtly, in many long words ſome part may be omitted, and yet no hinderance to the reading of it, as in the following Chapter.

In this book at the requeſt of ſome (who have found it uſefull) I have drawn the table into ſenſe as near as I could, keeping to the Alphabeticall way, that it may take the better impreſsion in the memory of the learner. The words that follow orderly in the table, are thoſe that have the marks ſet againſt them; the other words that ſtand forward in a ſmaller character, are added onely to make ſenſe of the other, and have marks alſo in their place.

CHAP.

THE TABLE.

Acknowledg
Aduantage
Afflictions by
Away with
Anger
And
Adulterie
Admonish by
Argument
Against
Account the
After
Abundance for
Actions of
As when
Appeare we shall
Amonge
Apostles
Angells and

B

Behold
By
Baptisme
Bles are
Because

Begin they
Beleiue to
Be
Behind not
Bruit: beasts
But
Bountie let
Benefits and
Betweene be
Brethren.

C

Cause
Children
Come to
Christs to
Church and
Congregation
Care with
Conscience and
Christians
Consider
Conenant their and
Concerning
Conuersation their
Charitie they vse

Call and
Crosse the
Chastisment and
Comfortable
Confesse and
Certaine
Customer
Cittie of y
Corrupt. to be

D

Doe
Dilligence thy
Delight with
Destroy to
Doctrine
Diuells of
Deliuered
Downe
Darkenes in
Dwell. where they

E

Edefie
Elect the
Epistle by

Ex
En
En
En
En
En
En
En
Ea

Fo
Fo
Fi
Fou
Fo
Fo
Fru
Fe
Fe
Fl
Fa

Gi
Go

THE TABLE.

Example and
Enemies for
Enter
Effect and
Euill
Euen
Egipt to
End and the
Earth of the

F

Follow
Faith
From
Foundation the
Forgiue
Forbeare and
Fulfilled
Feare with
Feast and
Flesh not y
Fast bus

G

Giue
God

Great
Glorie
Grace for
Gospell and the
Good to the
Godly and
Generation
Generall in

H

He
Hath that
Holie a
Humble
Heart
His
Hope
Helpe and
Heauen it in
Holighost and the
How yet
Hands doe the
Hipocrites
Hereticks and
Hurt
Him

House and his
Hold
Heare.

I

If
Instruments men be
Instruct to
Ignorant the
Iniquitie from
It
Increase will
Inward
Joy
Iesus for
Judg is

K

Keepe
Kingdom in the
Know
King thy

L

Let
Loue men

THE TABLE.

Law the
Lord of the
Life and their
Like is
Longe to be
Land in the

M

Meditate
Mind in
Man
Made thou art
Mortall
Magestrates
Ministers and
Must
More haue
Mercie
Multitude on the

N

Neuertheless
Neighbours
Neglect
Necessitie the

Number of a
Nothing that haue
Notwithstanding
Name them
Not
Now.

O

Oh
Order the
Of
Our
Omnipotent
Obseruable
Ouer
Outward things
Or
Other.

P

People
Passe
Praie to
Principall ma
Publique

Particuler
Place for
Protection and
Prouision and
Proue their
Patience to
Purpose.

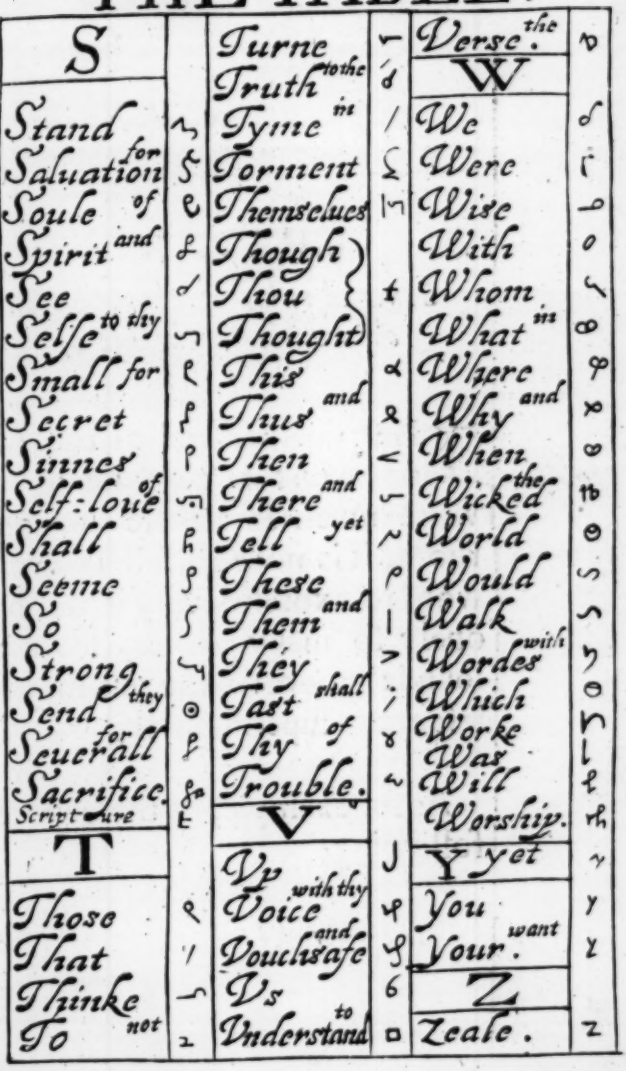
Q

Qualifie the
Question e
Quantitie with y
Quarter of a

R

Remember
Readie be
Repent to
Righteous the
Regard that
Religion
Reioyce and haue
Reward
Reprobates but
Reproofe.

THE TABLE.


S
Stand
Saluation for
Soule of
Spirit and
See
Selfe to thy
Small for
Secret
Sinnes
Self-loue of
Shall
Seeme
So
Strong
Send they
Seuerall for
Sacrifice.
Scripture
T
Those
That
Thinke
To not
Turne
Truth to the
Tyme in
Torment
Themselues
Though
Thou
Thought
This
Thus and
Then
There and
Tell yet
These
Them and
They
Tast shall
Thy of
Trouble.
V
Vp with thy
Voice and
Vouchsafe
Vs to
Vnderstand
Verse. the
W
We
Were
Wise
With
Whom
What in
Where
Why and
When
Wicked the
World
Would
Walk
Wordes with
Which
Worke
War
Will
Worshiy.
Y yet
You
Your. want
Z
Zeale.

CHAP. XV.

Generall rules of abbreviation obſervable in the uſe of this Art.

THe principall end of the Art of *Short-writing* being to write much in a little time and room, it is not needfull in every word to expreſſe every letter, but onely ſo many as may ſerve to ſound the word; the reſt may be left out as ſuperfluous:

As for example, in theſe words following;

may be left out in

a	*feare, deare, heaven,*
b	*debt, lamb, tombe,*
c	*ſcience, Scipio, acquit,*
d	*judge, badge, wedge,*
e	*enter, end, elſe,*
g	*ſtrength, length,*
h	*ghoſt, inherit, Chriſt,*
i	*fruit, guide, plain,*
k	*acknowledge, black,*
l	*palme, half, pſalme,*
n	*condemne, ſolemne,*
o	*double, deacon, beacon,*
p	*pſaltery, pſalme, empty,*
ſ	*iſle, paganiſme, baptiſme,*
t	*elect, reject, act,*
u	*plague, league, tongue,*
w	*write, ſorrow, know,*
y	*obey, ſay, nay,*

and the like.

2

Sometimes two letters or more may be left out, and yet the word ſufficiently ſounded: as for example,

ch

ch, *gh*, *ugh*, *ou* } may be left out in { *schiſme*, *might*, *naught*, *through*, *burrough*, *labour*, *neighbour*, and the like.

3

Sometimes a whole ſyllable may be ſpared in a word: as for example,

for { *vehement*, *Abraham*, *victuall*, } write { *vement*, *Abram*, *vittell*, &c.

4

In the end of ſome long words, two or three ſyllables may be omitted without hinderance to the reading of them: for example, for

incomprehenſible, *abominable*, *tranſubſtantiation* } write { *incompr.* *abomin.* *tranſubſt.*

5

Sometimes the letters that are ordinarily uſed in the writing of words,

words, may be changed for others of like ſound, that are written ſhorter: as for example,

F is ſounded like *ph*, and may be written in ſtead of them; as in theſe words,

for { *phyſick*, *Phariſee*, *philoſophy* } write { *fiſick*, *Fariſee*, *filoſofy*, &c.

F is likewiſe ſounded in the end of words like *ugh*, and may be written for them: as,

for { *enough*, *cough*, *rough*, } write { *enuf*, *cof*, *ruf*, &c.

K may be written for *ch*, when they have a ſound: as,

for { *patriarch*, *melancholy*, *choler*, } write { *patriark*, *melankoly*, *koler*, &c.

X hath the ſound of divers of the double conſonants, and may be uſed in their ſtead: as for example, it is ſounded like

cc, *cts*, *cks* } in { *accept, accident:* / *acts, effects:* / *flocks, ſtocks:*

for which write { *axept, axident,* / *ax, effex,* / *flox, ſtox,* &c.

And generally when ſ cometh after *k*, they together have the ſound of *x*, and *x* is to be written for them.

6

The letter *e* may be left out in many words; ſometimes in the beginning, ſometimes in the middle, ſometimes in the end of words.

In the beginning it may be ſpared, when the ſound of it is drowned in the ſound of the next letter following, as it is always before *x*: as,

for { *externall,* / *extent,* / *extract,* } write { *xternall,* / *xtent,* / *xtract,*

Al

Alſo when it comes before *m*: as

for *emphaſis, empty, embrio,* write *mphaſis, mpty, mbrio,* &c.

Or before *n*: as,

for *enſigne, enter, end,* write *nſigne, nter, nd,* &c.

And in many words before *ſ*: as,

for *eſcape, eſtabliſh, eſtate,* write *ſcape, ſtabliſh, ſtate,* &c.

Sometimes in the middle of a word e may be left out, when the ſound of it is in the next letter: as,

for *alteration, liberall, contemne, flatter,* write *altration, liberall, contem, flatr,* &c.

E in the end of a word may be left out, when it cometh after *l*: as

for *eagle, title, double,* write *eagl, titl, doubl,* &c.

And

And alwayes, when it ſerveth onely to produce the former vowel in the ſame ſyllable, it may be left out: as,

for { *were*, *name*, *thoſe*, *die*, } write { *wer*, *nam*, *thoſ*, *di*, &c.

7

When a conſonant is doubled in a word, one of them may be ſpared: as for *bb*, *ff*, *ll*, write *b*, *f*, *l*:

as, for { *rabble*, *affirme*, *collect*, } write { *rable*, *afirme*, *collect*, &c.

8

Sometimes in this Art, three or foure words may be joyned together as one word; of which ſee more Chap. 12.

9

Laſtly, in writing ſome ſentences whole words may be omitted, which yet in the reading muſt be implyed, eſpecially in common known ſentences: as, for *The*

The fear of the Lord is the beginning of wiſdome,

may be written

The fear of Lord beginning wiſdom

For, *In the fulneſſe of time God ſent his Sonne, &c.*

may be written,

In fulneſſe time God ſent Sonn. &c

They are not a few that have found benefit by this direction. Thoſe that will make uſe of it, muſt have diſcretion to know what words may be ſpared in writing, and yet muſt be implyed in the reading: for if any principall word be left out, whereby the ſenſe is maimed, in ſtead of a help it will prove an hinderance.

Again, it is onely to be uſed when one is not able otherwiſe to write word for word after the ſpeaker.

FINIS.